

CrowdComms CMS

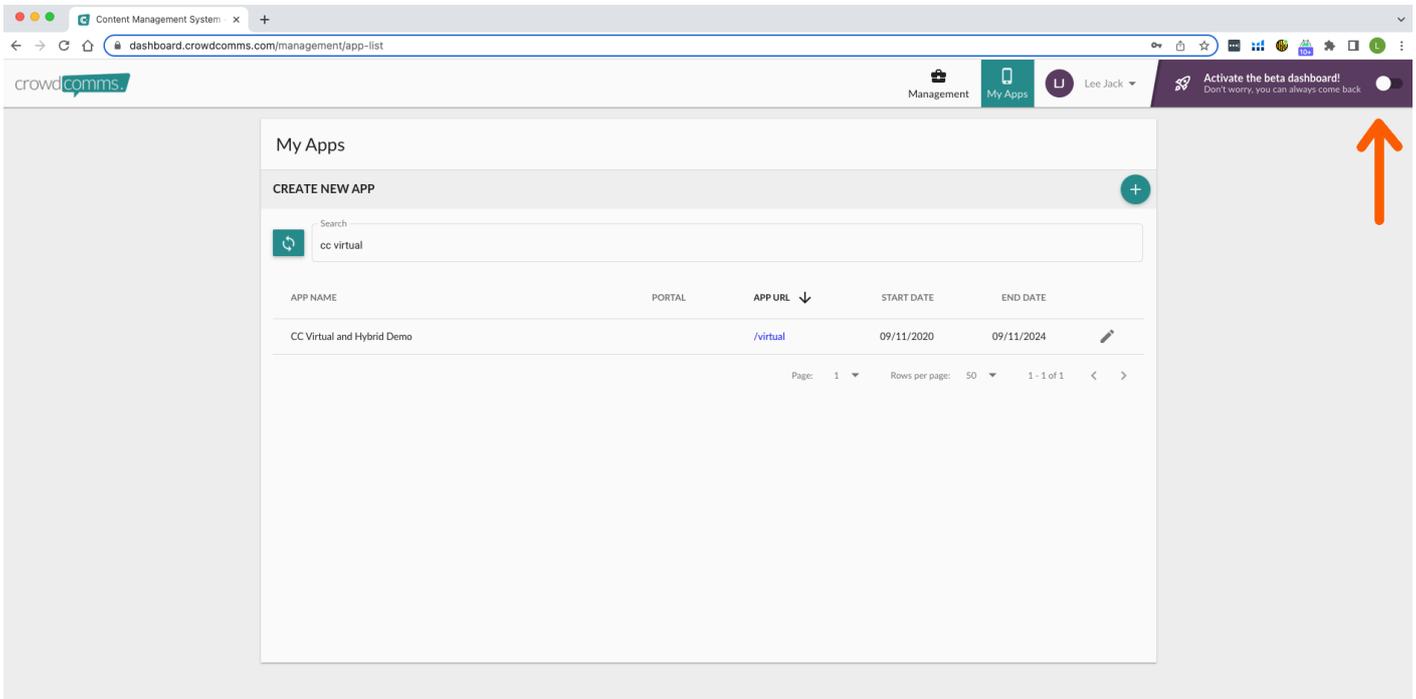
Introduction: Video Tutorial

The CrowdComms platform has a wide feature set allowing admins to create on brand platforms that meet a variety of project requirements. This includes single page webinars, follow the sun (events covering different time zones) virtual conferences, multi day in person or hybrid congress's with complex personalisation for different groups, through to 12 month community platforms.

This guide provides a step by step process for a typical setup. Platform training, managed services and live chat are available to help you understand how to best utilise the platform to meet your own goals. We're here to help!

Note: The steps outlined show the latest version of the CrowdComms CMS (Admin dashboard) which you can access [here](#). We recommend switching the toggle to the top right to access the latest version and the associated benefits.

Don't have access yet? Speak to your allocated account manager, support manger or contact us [here](#).



Native app

If you have opted for a native app, a member of our native submission team will contact you to request the required information to allow us to submit your app. You can request an update on this from the live chat team contactable from the CMS.

If you have opted for a web based platform and want to upgrade to a native app, please discuss options with your Account Manager.

Important: You will need to setup your own app store account and the submission review can take three (3) weeks to be approved after we have submitted your app.

Full overview of native apps and the process can be found [here](#).

Managing your timeline

Attached is a template project planner that you can use to track the progress of your project and agree responsibilities and timelines with all involved with the platform build.

[Project plan.xlsx](#)

| Module/Task Name | Content | Deadline | Owner | Notes |
|--|---------|----------|---------------|---|
| Design details sent through | | | Client | |
| Site built / Design assets uploaded / Front-end of site shared | | | Client | |
| Site design review | | | Client | |
| Native Submission Form | | | Client | Share access to your developer licenses and complete the submission form & assets |
| Native submission to stores | | | CC | |
| Finalised agenda uploaded | | | Client | |
| Exhibitor list provided and uploaded | | | Client | |
| Attendees list provided and uploaded | | | Client | |
| Speakers details/bio/photos provided and uploaded | | | Client | |
| Speakers linked to agenda sessions | | | Client | |
| Abstracts provided and uploaded | | | Client | |
| Maps & Floorplans provided and uploaded | | | Client | |
| Locations Linked to agenda sessions | | | Client | |
| Documents provided, uploaded and linked to agreed modules | | | Client | |
| Live Polls provided and uploaded | | | Client | |
| Socia Media links provided and uploaded | | | Client | |
| Feedback Survey copy provided and uploaded | | | Client | |
| Q&As agreed and implemented | | | Client | |
| Initial QC | | | Client | To be completed when first draft of content has been added to the platform |
| Final QC | | | Client | To be completed more than 10 working days before launch |
| Project review & site to go live | | | Client | |
| Event Day | | | | |
| Analytics | | | Client | Pulled by CC and uploaded to sharepoint up to 48 hours post event |
| Project Debrief | | | CC and Client | This occurs up to 5 working days after the event ends |
| | | | | |
| Design tasks | | | | |
| Content tasks | | | | |

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